

**Falls Community Health Governing Board Minutes**  
**Thursday June 20, 2019 at 12:00 pm**

**Present:** Susy Blake, Patricia (Annie) Bold, Jim Kellar, Dr. Bruce Vogt, Jonathon Ott, Bernie Schmidt,

**Absent:** Gwendolyn Martin-Fletcher, Dr. Katie Skinner, Tracy Johnson, Cindy Binkerd, Linda Barkey

**Staff Present:** Jill Franken, Amy Richardson, Alicia Collura, Dr. Jennifer Tinguely, Erin Hartig, Lisa Stensland

Call to Order: The meeting was called to order by Dr. Bruce Vogt at 12:00 pm.

A motion was made to approve the consent agenda items including the minutes for Falls Community Health Governing Board dated May 16, 2019 and the QA/QI minutes from May 22, 2019 supported by Jim, seconded by Susy, motion carries.

**NEW BUSINESS:**

**BOARD APPOINTMENTS:**

A motion to accept the appointment of Patricia (Annie) Bold as appointed by the mayor and city council, supported by Bernie, seconded by Jim, motion carries.

A motion to accept the appointment of Linda Barkey as appointed by the mayor and city council, supported by Jim, seconded by Susy, motion carries.

A motion to accept the re-appointment of Johathan Ott as appointed by the mayor and city council, supported by Jim, seconded by Susy, motion carries.

**QUALITY:**

A review of the Order Tracking Policy was given that highlighted the critical results portion of the tracking workflow.

A motion to accept the Sioux Falls Health Department—Falls Community Health Standard Operating Policy/Procedure for Order Tracking was supported by Bernie, seconded by Susy, motion carries.

The Policy/Procedure for Patient Notification of Lab/Radiology Results was also reviewed.

A motion to accept the Sioux Falls Health Department—Falls Community Health Standard Operating Policy/Procedure for Patient Notification of Lab/Radiology Results was supported by Susy, seconded by Bernie, motion carries.

Diabetes evidence based guidelines and protocols were reviewed. These will allow the clinic to adopt up to date and ADA quality of care standards, allowing nurses to complete those care standards without order from a provider. Implementation of a peer review process will maintain quality standards.

**ACCESS:**

The contract with Center of Family Medicine is reviewed by both entities every 5 years. The board was given highlights of the items changed. This is a city contract and does not need board approval but the board does need to be aware of the contents.

**CREDENTIALLING:**

A motion was made to accept the re-credentialing and grant re-privileging for Julie Rassmussen PA-C, supported by Jim, and seconded by Bernie motion carries.

**FINANCIAL REPORT:**

The Falls Community Health reports attached are through the month ending May 31, 2019. We are 42% through the fiscal year. The last financials presented were through the month of April 2019.

**Operating Revenues:**

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for May came in at \$420,808, which is 34% of the YTD actuals to annual budget.
- Total Grant Revenue of \$304,667 includes grant drawdowns from the Community Health Center, Ryan White Part C, HIV Prevention, Family Planning, Colorectal Cancer and Refugee grants.
- Total Other Revenue is \$36,368 for May.

Total Operating Revenues YTD May is \$3.1M, which is 35% YTD actuals to annual budget.

**Operating Expenses:** Operating expenses are classified within 7 categories. Total expenses were \$745,740 for the month of May.

- Personnel expenses are at 36% of the budget. May had 2 pay periods. 2019 is \$408K favorable to YTD budget.
- Professional Services are at 33% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 8% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 21% of the YTD budget.
- Supplies and Materials are at 33% of YTD budget. Category includes general medical and dental supplies, immunization & pharmaceuticals as well as the monthly maintenance of the electronic medical and dental software systems. 2019 is \$68K favorable to YTD budget.
- Training is at 49% of the YTD budget. The majority of expense are continuing education expenses and out of state travel. Majority of non-continuing education is paid through quality and expansion grants.
- Utilities are at 32% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in April, next payment is in July 2019.

**Non-operating Revenue (Expense):**

- Other Revenue is at 53% of the budget and includes USD dental lease payments and recovery of prior year revenue.

**Net Income (Loss):**

- May actuals are showing net income of \$48,076 and YTD net loss of (\$321,219).

A motion to approve the financial statement as presented supported by Bernie, seconded by Jon, motion carries.

Productivity is a head of last year. The dentist and hygiene is ahead of last year. Productivity is holding steady at 80%

**EXECUTIVE DIRECTOR'S REPORT:**

See report below:

**PUBLIC INPUT:**

None at this time

A motion to adjourn, supported by Bernie, seconded by Susy, motion carries.

1:05 pm



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H. Bruce Vogt- Board Chair July 18, 2019

## June 2019 FCH Executive Director Board Update

### Board Update-

- Welcome to our new board members Linda Barkey and Patricia Bold.
- Thank you Jonathan for agreeing to be reappointed
- Applications are being reviewed for Tracy's replacement

### Provider Updates

- Our newest APP, Brittany Lyle, DNP, starts her position on Monday 6/25. Jill Pitts, NP, will also be starting soon as a part-time APP. Interviews are being scheduled for current APP vacancy.
- CFM updates: Dr. Heisler, CFM faculty and provider at FCH, retires June 28<sup>th</sup>. She will be missed. New 2<sup>nd</sup> year residents start in July.
- FCH leadership continues to seek and respond to leads to fill the dentist position through locum or part-time dentist recruitment, as well as engaging a recruitment firm.

### Operational Updates

**2020 Budget** is in final stages of development through City processes and will be presented to FCH board in July.

**Terry Redlin remodel** is ready to go, and just today we received notice we have satisfied all of the federal requirements to complete this remodel of adding a patient counseling in the clinic and revising the provider/nurse work area.

**Community Health Association of the Dakotas (CHAD)**, our primary care association, has been awarded a Health Center Controlled Network (HCCN) grant. This allows CHAD to leverage health information technology to support member health centers to enhance the patient and provider experience, advance interoperability, and use data to enhance value.

### **Good News- City Challenge Coin**

I am so honored to share that **Mustafa Rashid** has been awarded the first Challenge Coin in the Health Department. As an Outreach and Enrollment Specialist, Mustafa assists people in the community and patients of Falls Community Health in a variety of ways. He was recently noted in a "Shout Out" for his embodiment of **Character** and **Respect** and the submission reads as follows:

*There was a walk in patient to FCH who was not wearing shoes and had socks on. It was a rainy chilly afternoon and not only did Mustafa make sure he could give the gentleman a ride back home, he literally gave the man the shoes off of his feet and a fleece pullover of his own. His compassion for our patients is demonstrated every day and this one more example of his compassion and generosity to our patients and staff.*

**Congratulations Mustafa!**

